

## Training Opportunities – Employment and Transition Center

Date	Time	Training Description	Location
Every Wednesday	0900 - 1500	<b>Resume Workshop and Individual Assistance</b>  For military, spouses and civilians. A two-hour workshop leading to individualized professional assistance in preparation, editing and development of various types of Resumes customized to meet employment requirements. Includes traditional and electronic type Resume. May require more than an hour appointment. Bring your own disk to save Resume. Every Wednesday.	Building 1520
Every Friday	0900 - 1530	<b>Effective Interviewing and Video Recorded Mock Interview</b>  This is a two part training on preparing for a job interview. This class will help the job seeker anticipate what interviewers are looking for and to plan ahead and avoid common mistakes in the interview process. Includes informative techniques to show job seekers how to do well in the interview and a 7 step game plan to GET THE JOB OFFER? Individually recorded Mock Interviews are scheduled from 1330-1530. Every Friday.	Building 1520
Every Tuesday  (NOTE: Counseling only available upon request currently)	0900 - 1500	<b>Career Counseling</b>  For military spouses and civilian personnel needing individualized personal and professional assistance in developing job search skills, career assessment and pursuit of suitable careers; dealing with barriers to employment, dealing with issues due to relocation, effects of career change, and transition or unexpected loss of a job.	Building 1520
Thurs 19 Sept Fri 20 Sept  (Future dates will be posted or call DCS)	0800 - 1600	<b>Job Search and Transition Workshop</b>  For separating military personnel, civilian and family members. Two days intensive training in job searching skills and facing issues of transition and career assessments. Includes mock interviews, resume tips, networking, salary negotiations and electronic job search.	Building 1520
		<i>Continued on next page</i>	

## Training Opportunities – Employment and Transition Center

<b>Date</b>	<b>Time</b>	<b>Training Description</b>	<b>Location</b>
Thurs 22 Aug Fri 23 Aug  (Future dates will be posted or call DCS)	0830 – 1500	<b>Preretirement Briefing and Executive Career Transition Seminars for Seniors</b>  Exit briefings on benefits and entitlements from various subject matter experts and referral sources.	Building 1520
Fri 6 Sept  (Future dates will be posted or call DCS)	0800 – 1600	<b>Federal Job Application</b>  Provides seven hours of training on how to prepare a Resumix, SF 171, OF 612, and other on-line process. Enables a participant to complete federal application process. Includes basic guidelines in resume preparation, review and edit drafts, and provide individualized coaching.	Building 1520
Every Thursday  (one hour appointments)	0900 – 1500	<b>Individual Transition Planning</b>  Professional guidance, one on one, in planning your move into a new career or lifestyle.	Building 1520
Third Thursday	0800 – 1130 1300 - 1600	<b>VA (Veterans Administration) Consultation</b>  For veterans or military retirees. Individualized counseling and guidance in obtaining benefits and administration of application process for loans and entitlements through the Veterans Administration.	Building 1520
August and September  (Future dates will be posted or call DCS)	Companies, dates, and times will be announced.	<b>Employer Forum</b>  An opportunity to gain insight on career opportunities from select groups of companies.	Building 1520